

**IDHS FIRE AND PUBLIC SAFETY TRAINING ACADEMY SYSTEM
DIVISION OF PREPAREDNESS & TRAINING**

TRAINING AND REGISTRATION POLICIES

INTRODUCTION

Throughout the state, the Indiana Department of Homeland Security (IDHS) coordinates emergency efforts for natural and manmade disasters such as tornadoes, storms, earthquakes, hazardous materials incidents, including acts of terrorism involving weapons of mass destruction. By working seamlessly with state agencies, local public safety departments and volunteer organizations, Indiana's Department of Homeland Security can effectively respond to the emergency needs of the state's 92 counties in times of disaster.

To address the critical need of providing advanced, up-to-date training for Indiana's public safety professionals, the Indiana Department of Homeland Security Training Division was established by law in 2005 to provide innovative and professional training to state and local emergency management personnel, elected and appointed officials, emergency responders, members of volunteer organizations active in disasters and other professionals who prepare for and respond to emergencies.

The Indiana Department of Homeland Security is not accredited as an academic institution. However, some of the courses offered involve college-level curriculum and individuals completing these courses may apply to their respective colleges for credit consideration.

Courses and activities listed in this publication may be eligible for in-service or continuing education credit with the following agencies:

- Indiana Department of Homeland Security
- Indiana Law Enforcement Academy (ILEA) – Provider # 99-291-6812-0019
- Indiana Emergency Medical Services (EMS) Commission
- Indiana Fire and Building Services
- Indiana State Board of Funeral and Cemetery Service

COSTS/TUITION

Currently, no tuition or other costs are charged for attending the training courses listed in this publication through the IDHS Fire and Public Safety Training Academy System.

ELIGIBILITY

Emergency Management training courses are open to state and local emergency management personnel, elected/appointed officials, local and state emergency responders, representatives of federal agencies or organizations with emergency support roles, members of volunteer organizations active in disasters, and other professionals who prepare for and respond to emergencies or disasters.

Some of the courses listed on the IDHS Fire and Public Safety Training Academy System's training calendar, <https://myoracle.in.gov/hs/training/public/calendar.do> have prerequisites which are listed in the course description. If you are unsure if you qualify for admission to a course please contact the IDHS Fire and Public Safety Training Academy System, Training & Preparedness Division, registration section as appropriate, before you enroll.

ATTENDANCE POLICIES

Students are required to attend all sessions of the course. Credit for course completion will not be granted if more than 10% of the program is missed. There will be no exceptions to this policy.

Should a student who has been accepted for a course be unable to attend, the student or organization may contact the training registrar via email at training@dhs.in.gov with a notice of cancellation.

LODGING

When available, lodging will be provided at no expense to the student who reside more than 50 miles from the training location. Students are entitled to lodging the night before a course that begins at 9:00am if they must travel 75 miles or further to attend the course. Expenses for meals and travel to and from the training location are the responsibility of the student.

If lodging has been made available, students are required to stay at the hotel designated by the Training & Preparedness Division. In the event insufficient rooms are available other arrangements will be made by the Training & Preparedness Division. Students will not be reimbursed for staying at hotels, campgrounds, or lodging other than the hotel designated by the IDHS Fire and Public Safety Training Academy System. The Training & Preparedness Division **will not** make partial payments on suites, larger rooms or other types of special accommodations. Payment is limited to room rate and tax only. Charges for telephone calls and other incidentals are the responsibility of the student.

The facility and contact information will be identified in course acceptance letters. Course managers will be responsible to make hotel reservations as soon as a student has been accepted in the class and requested the need for a hotel room.

If a student is unable to attend a training course, it is his/her responsibility to contact the Training & Preparedness Division's registration section promptly. Students will be held financially responsible for hotel rooms charged to the IDHS Fire and Public Safety Training Academy System's Training & Preparedness Division which are not cancelled.

ENROLLMENT INFORMATION

APPLICATION PROCESS

To register for a course students must have a Public Safety ID Number (PSID). If you do not have a PSID, you may request one at <http://www.in.gov/dhs/3880.htm>. Students should fill out the IDHS Training Application, <http://www.in.gov/dhs/trainingcalendar/forms/application.pdf>, one

course per application, complete with copies of the course requirements and signatures. Submit your application by fax at (317) 233-0497 or by email at training@dhs.in.gov. Copies may also be picked up during any training course. It is recommended that you submit your application ten (10) days prior to the first date of the course.

Completed applications need to be submitted to the Emergency Management Training section at least ten (10) days prior to the course.

Please complete all applicable sections of the training application so we may ensure the accuracy of our student database.

EXAMINATIONS

Beginning with the Federal Fiscal Year 2002, all Training & Preparedness Division training courses require students to complete a written examination at the conclusion of the course.

Students must obtain a minimum of 70% correct answers on the examination to receive credit for course completion. Examinations will be graded and students notified of their score prior to the end of the course. Students who receive a score of less than 70% correct answers will be provided with an opportunity to re-test immediately following course dismissal. Students re-testing will be provided with a different set of questions, covering the same topics as the original examination.

Students who experience difficulty with written examinations should notify the IDHS Fire and Public Safety Training Academy System's Training & Preparedness Division, Emergency Management section prior to attending the course so alternative testing methods can be arranged.

It is not the intent of the Indiana Department of Homeland Security to prevent any student from attending or completing any of the courses offered in this publication. Examinations are included to ensure all of the instructional material is presented during the course and to assess the student's ability to understand the information presented.

CANCELLATIONS

Should you be unable to attend a course for which you have enrolled please notify the Emergency Management Training section in writing as soon as possible. Many courses fill up quickly and necessitate that we place applicants on a waiting list. Your seat in the course is reserved until such time as you notify the Emergency Management Training section you are unable to attend. We will then offer the seat to another student from the waiting list.

Cancellation notices may be submitted by mail, fax, or e-mail to the Emergency Management Section

If a last minute cancellation is necessary, the Emergency Management Training section should be notified by telephone at (317) 232-3984 or by fax at (317) 234-0736.

If a student is unable to attend a training course, it is his/her responsibility to cancel hotel reservations in a timely fashion. Students will be held financially responsible for hotel rooms charged to the Indiana Department of Homeland Security which were not cancelled.

STUDENT TRANSCRIPTS AND CERTIFICATE COPIES

Copies of certificates and transcripts of courses taken through the IDHS Fire and Public Safety Training Academy System can be found at <http://acadisportal.in.gov/AcadisViewer/Login.aspx>. Additionally, students who complete independent study courses, Emergency Management Institute resident courses, or any other training course may send a copy of their certificates of completion to the Emergency Management Training section for inclusion in their training files.

Locations of Training

TRAINING OUTREACH PROGRAM

The Training Outreach Program is designed to bring Emergency Management training courses to local jurisdictions. The objective is to fill the course with participants from the hosting jurisdiction and contiguous jurisdictions within a 50-mile radius, thus saving the lodging costs associated with having participants travel long distances to attend training.

The Training Outreach Program is intended to benefit local jurisdictions by allowing agencies and individuals that respond together to training together.

A **“Commitment to Host an Emergency Management Training Course”** form needs to be completed and submitted at least sixty (60) days before the course date. This form outlines the responsibilities of both the hosting jurisdiction and the IDHS.

Only select courses in the IDHS Emergency Management training curriculum are eligible for the Training Outreach Program. These are courses which require a great deal of coordination between local agencies or are designed to enhance the ability of local agencies and jurisdictions to work together.

Local jurisdictions are required to provide a minimum of twenty-five (25) students to schedule a training course through the Training Outreach Program. Lodging is not provided for students to attend these courses and it is the responsibility of the hosting agency to find a training site, announce, advertise, and solicit students, and provide refreshments for the course.

To schedule a course through the Training Outreach Program, please contact an Emergency Management trainer at (317) 232-3984.